

**SECRET**

SAPC No - 16805  
Copy 4 of 6

24 June 1957

Lockheed Aircraft Corporation  
Burbank  
California

RE: Contract SC-56

Dear Hal,

Attached are Travel Voucher Forms for your personnel claiming reimbursement for travel expenses. The white form is the original and should contain the traveler's signature (near the left center of the form) as a certification for correctness of voucher. The yellow form should be attached to the original as a carbon copy and both should be forwarded for processing.

Details to be contained on the Travel Voucher are as follows:

Full itinerary containing dates, time and places of all departures and arrivals at each place visited.

All claims for reimbursement of expenses (transportation, official telegrams, etc.) incurred should be supported with paid receipts. In the event traveler has been unable to secure a receipt an explanation of all fact as well as the effort made to obtain a receipt should be furnished.

The transmittal forwarding voucher should advise of any advances drawn by traveler in the field.

Very truly yours,

Doug

Attachments: a/s

Distribution:

0 & 1 - Addressee (w/att)

3 - Contract SC-56 (Finance)

Approved For Release 2001/03/04 : CIA-RDP81B00878R001200110023-7

4 - [redacted] (Finance)

5 - Finance Reading

6 - [redacted]

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